

## **JANITOR I**

PURPOSE: Perform a variety of routine cleaning and custodial maintenance duties.

FUNCTIONAL AREAS: Under direction, to:

1. Perform routine cleaning and custodial maintenance duties.
  - \*A. Maintain carpeted floors and runners by vacuuming, removing stains, and shampooing.
  - \*B. Maintain tile and terrazzo floor surfaces and plastic shields by stripping, waxing, buffing, sweeping, wet mopping, and dry mopping these floor surfaces.
  - \*C. Operate floor cleaning machines and repair wax covering on floors.
  - \*D. Maintain furniture and woodwork by washing, dusting, waxing, and polishing.
  - \*E. Perform minor repair work on furniture and equipment; such as, replacing broken or missing hardware on furniture and replacing buffing pads on floor polishers.
  - \*F. Maintain bathrooms by cleaning and disinfecting sinks, mirrors, urinals, toilets, showers, and walls.
  - \*G. Collect and dispose of garbage, including recyclable materials.
  - \*H. Perform miscellaneous tasks including cleaning venetian blinds, fans, humidifiers, ashtrays, windows, walls, drinking fountains, and garbage cans; changing filters; polishing brass; replacing light bulbs; maintaining equipment; restocking supplies; and raising and lowering the flag.
2. Perform other related work as required.
  - \*A. Perform outdoor maintenance such as removing snow, ice, and debris from sidewalks and stairs.
  - \*B. Apply deicer to sidewalks and stairs when necessary.
  - \*C. Provide building security by locking and unlocking doors, checking windows, turning out lights, and serving as watchperson against vandalism.
  - \*D. Arrange chairs and tables for meetings and events.
  - \*E. Arrange office furniture by carrying or lifting furniture to specified locations.

## **JOB REQUIREMENTS**

EXPERIENCE AND EDUCATION:

- † A. One (1) year of verifiable experience in custodial maintenance work to include the cleaning of buildings.

KNOWLEDGE:

- † A. Knowledge of applicable safety practices and procedures.
- † B. Knowledge of basic arithmetic necessary to calculate portions of cleaning materials.
- † C. Knowledge of the methods and materials used in cleaning and floor maintenance.

SKILL:

- † A. Skill in the use of floor maintenance equipment.
- † B. Skill in maintaining floor surfaces.

ABILITIES:

- † A. Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.
- † B. Ability to communicate verbally and in writing.
- † C. Ability to read and understand custodial and maintenance equipment manuals.
- † D. Ability to climb ladders to change light bulbs.
- † E. Ability to work in dusty, dirty, wet, and cold conditions.
- † F. Ability to walk, kneel, climb, stand, stoop, crouch, and reach when performing floor maintenance activities.
- † G. Ability to obtain a Minnesota Class D driver's license or privilege if required by the employer.
- † H. Ability to lift and carry equipment and supplies such as boxes of paper, mop buckets, and furniture weighing up to 55 pounds.

\* Essential functions of the position

† Job requirements necessary on the first day of employment

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